

USING ESA TO PAY TUITION AT GILBERT CHRISTIAN SCHOOLS



APPLY FOR ESA ONLINE

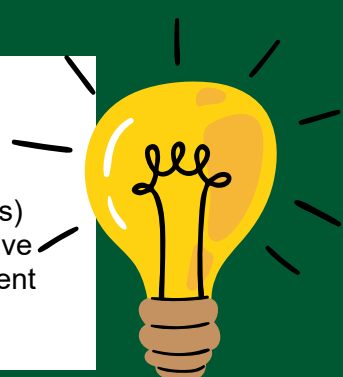
www.azed.gov/esa

You'll need a copy of the student's birth certificate and your proof of residency.

Once awarded, sign your contract within 30 days. Be sure to let our financial office know that you have signed an ESA contract. ESA will then create an account for you with ClassWallet which will be funded within a few weeks.

Please Note: You cannot receive funds from both ESA and an STO (Tuition Tax Credit organization such as ACSTO) concurrently.

When you have signed an ESA contract and notified the school, be sure to contact the STO(s) as well so they will no longer award your student. The school will then refund the STO and give you a tuition statement reflecting the refund and the amount owed. You will need this statement once your ClassWallet is funded.



You will receive an email from ADE (AZ Dept of Education) when your account has been funded.

Log in to the ESA Parent Portal then select

[Go to ClassWallet Account](#)

Scroll down and select

[PAY VENDOR](#)

ACCESS FUNDS IN CLASSWALLET

www.esa.azed.gov/home

1 SELECT VENDOR

Search for and select "Gilbert Christian Schools"

Confirm your choice on the next screen by selecting "Next"

2 ORDER DETAILS

Use this [CW Fee Calculator](#) to figure out the right Payment Amount to enter so that the Amount to Vendor matches your Invoice Amount. The service fee will automatically be applied, and you'll see the adjusted amount at the bottom.

If the amount owed is greater than the current balance in your ClassWallet, input the total balance in your CW account.

3 UPLOAD DOCUMENTS

Upload your tuition statement or invoice showing the amount due to GCS for tuition.

4 CHOOSE PURSES

Your total is: \$1,000.00

Service Fee: \$25.00

Amount From Wallet: \$1,000.00

Amount To Vendor: \$975.00

Which purse would you like to cover this amount? (Select one or more)

Arizona - ESA

How much of the \$1,000.00 total would you like "Arizona - ESA" to cover?

\$1,000.00

(100%)

Select "Arizona - ESA"

5 EXPENSE TYPE

Scroll down through the alphabetical list and select "Tuition, textbooks or fees at a qualified school"

Tuition, textbooks or fees at a qualified school

There is a chance to put optional comments or to specify an invoice number if necessary.

You can complete your payment by reviewing all of the details and submitting the order. ClassWallet will then send the request to ESA for review before sending the funds to GCS. You will receive an email when the transaction is complete.

QUESTIONS?

CW Support:
1-877-969-5536
help@classwallet.com

ESA Support:
602-364-1969
You can open a HelpDesk Ticket through the [ParentPortal](#)

Facebook Groups:
[Arizona ESA Families group](#)
[ESA Networking group](#)

GCS Support:
480-809-6690
[Email Tara Turner](#)